

HOW TO CHANGE YOUR HOME GARAGING VEHICLE

1. Login to your BIZNET Account

Login

Welcome to the DAS Business Network

The page you requested requires a log-in ID to access the on-line services offered by the Department of Administrative Services.

If you do not have a log-in ID, you will need to create one. Please use the button to the right labeled "Create New Account" to proceed.

E-Mail Address:

Password:

Login

Create New Account

Forgot Password

Update Account

Resend Activation Link

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Rev. October 3, 2017, 2017

2. Enter ending mileage for the old vehicle.

- Make the starting and ending mileage equal the same ending mileage and days used equal zero.

3. Return to the Home Page

4. Select **Home Garaged- No Personal Utilization**

DAS State Of Connecticut Department of Administrative Services Fleet Administration

Current User: Susan.Cieniewicz@po.state.ct.us Log Out

Fleet Utilization System Entrance

Please select a system role or click [here](#) to apply for a new one.

Agency Mileage Data Entry

Agency Billing Review

Home Garaged - No Personal Utilization

Commuting Home to Office

DAS Fleet Employee

State Auditor

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5. On Home page click link ***I need to change my vehicle or personal information***

DAS State Of Connecticut Department of Administrative Services Fleet Administration

Current User: Susan.Cieniewicz@po.state.ct.us System Role: Home Garaged - No Personal Utilization Roles Log Out

Home to Office Main

Name: Sue - less access Cieniewicz

Current Status: No longer home garaging

Daily Commute Miles:

Current Vehicle Plate:

Vehicle Start Date:

[I have started home garaging again](#)

[I need to change my vehicle or personal information](#)

[I would like to see or edit the data I entered](#)

All periods have been reported. Thank you for your time.

6. On the Drop Down Select **Home Garaged-No Personal Usage**

The screenshot shows the DAS System Profile page. At the top, the header includes the DAS logo, the text 'State Of Connecticut Department of Administrative Services Fleet Administration', and a user profile for 'User: Susan Cieniewicz@po.state.ct.us' with a 'Log out' link. Below the header, the page title is 'System Profile' with the instruction 'Choose a role to edit your system profile.' The form contains fields for 'Name' (Sue - less access Cieniewicz), 'Work Phone' ((860) 713-5334), and 'Choose Role' (Home Garaged - No Personal Utilization). A red box highlights the 'Choose Role' dropdown, and a red arrow points to it from the right. Below the form are 'Save' and 'Cancel' buttons. At the bottom, there is a footer with a privacy policy link and a disclaimer: 'The Department of Administrative Services - Fleet Administration. Review our Privacy Policy. Need to contact us? Send e-mail to DAS Fleet Administration. All State disclaimers and permissions apply.'

7. Click **Save**

8. Select the new plate number and change any other information needed.

The screenshot shows the DAS System Profile page with more fields. A red text prompt says 'Please select the plate number of the vehicle you are currently using.' The form includes fields for 'Name', 'Work Phone', 'Choose Role', 'Agency Name' (DAS/FACILITIES AND PROPERTY MG), 'Agency Number' (1332), 'Daily Commute' (10.0), 'Current Vehicle Plate Number' (a dropdown menu with a red box and a red arrow pointing to it), 'Vehicle Start Date', 'Garaging State' (Connecticut), 'Garaging Town' (East Hartford), 'Garaging Street Address' (1 Main Street), 'Home Garaging Justification' (Contractual Right), and a 'Justification Comment' text area. There are 'Save' and 'Cancel' buttons at the bottom. A red arrow points to the 'Save' button from the left. The footer is the same as the previous screenshot.

9. Click **Save**